

UNITED STATES GOVERNMENT

CONFIDENTIAL*Memorandum*

TO : Director of Training

DATE: 8 October 1965

FROM : Chief, Career Training Program

SUBJECT: Weekly Activities Report #30

A. SIGNIFICANT ITEMS

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My briefing for DD/S took place today as scheduled. Present were Mr. Bannerman, Mr. [REDACTED] and Mr. Vance.

After distributing copies -- for reference and retention -- of two recent summaries concerning the nature and content of the Career Training Program (copies attached), I spoke briefly on the following:

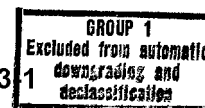
a. Dimensions of the Program; numbers brought in over the years; retention and loss rates; current programmed level.

b. Characteristics of Career Trainee's as compared with Agency professionals generally, in terms of age, educational level, EOD grades, geographic dispersion, etc.

c. Distribution of Career Trainees in the Agency, both graduates of the Program and those currently in a training status.

This brought us to the main subject of the briefing, our current situation and the factors behind our developing deficit situation. I reviewed generally the substance of my memo to you of 30 September, "Career Training Program Situation Report", and then we discussed action which might be taken. Mr. Bannerman was most affirmative and helpful in his reactions. He made it clear that he wants us to meet our programmed level (and within it the DD/S quota) and approved our taking action along the following lines:

DOCUMENT NO. _____
 NO CHANGE IN CLASS. ☐
☐ DECLASSIFIED
 CLASS. CHANGED TO: TS S 2012
 NEXT REVIEW DATE: _____
 AUTH: RH 10-2
 DATE: 20-1-82 REVIEWER: 006199

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d. Follow-up interviewing in the field when the recruiter identifies desirable prospects. This would be essentially an extension of the preliminary local screening such as [REDACTED] has been performing and hopefully would induce additional applications as well as speed up processing.

e. Participation as necessary and feasible in joint recruitment efforts aimed at specific shortage-category target groups, e.g., Chinese speakers. This would be aimed at getting additional applicants, speeding up preliminary decisions on suitability, and getting more especially qualified candidates into the Career Training Program pipeline.

f. Streamlining processing procedure, introducing additional forms of correspondence, etc., to hold the interest of candidates during processing.

g. Subject to policy approval by Colonel White, two forms of Provisional Clearance employment commitment to follow successful medical and polygraph:

(1) For the good candidate who is employed and under no immediate pressure to get on a payroll, a firm employment offer subject to completion of investigation;

(2) For the good man who has to make a decision and who needs a job, appointment on a Provisional Clearance and employment in unclassified activity, e.g., language training, pending clearance.

In connection with these points, he asked that a formal request for approval be submitted which he can take up with higher authority, and that it include both procedures. I am amending the draft request which you approved last week.

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h. Two additional staff positions for CTP in FY 1967. This was a reaffirmation of what [REDACTED] has already included in the FY 1967 budget.

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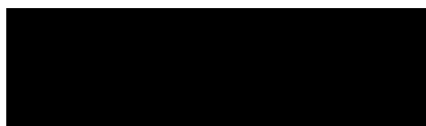
In conclusion Mr. Bannerman asked for an outline of the steps involved in processing an application, with the time required at each stage. He also suggested the desirability -- and probability -- of a joint discussion with Personnel (Messrs. [REDACTED] in the near future to talk about selection criteria, improvements in processing procedure, etc. We will be notified. The sequence-of-action chart he requested is being prepared.

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B. NORMAL ACTIVITIES

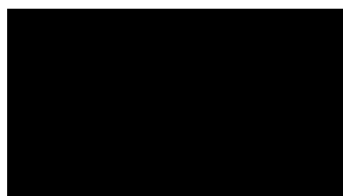
1. Three new Trainees entered the Program during this reporting period:

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2. The following have been permanently transferred to operating divisions:

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DDP/EE [REDACTED]	9/26/65
DDI/OCI/WE	9/30/65
DDI/OCI/A	9/30/65
DDI/OCI/A	9/30/65
DDI/ONE/Est. Staff	9/30/65

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3. The Class of October 1965, number 30 in the history of the Program, will open on 11 October. A class roster and statistical summary are attached.

C. RECRUITMENT ACTIVITIES

See attachment.

D. PERSONNEL MATTERS

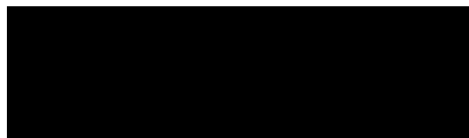
Nothing to report.

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E. TROUBLESOME MATTERS

Nothing to report.



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Attachments:

- Activities Report
- Class Roster
- Statistical Summary
- Paper - The Career
- Training Program

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(Attachment) RECRUITMENT ACTIVITIES

1. For the week 30 September - 6 October 1965:

a. New files received	11
b. File rejects (before T/A)	6
c. Invited for PEM and interviews	5
d. Candidate interviews	9
e. Temporary actions	11
f. Permanent actions	2
g. Cancelled actions	2
Decline	0
Reject	2
Postpone	0
Medical	0
Security	0
Panel	0
h. PEP and interview	8

2. Summary to date

a. October 1965 Class:
Firm:

On board	30
Military	0
Polys completed EOD set	2
Internal	9

ESTIMATED CLASS: 41

b. ROTC/OCS actions: 4

Permanent actions	1
Temporary actions	1
Ready to EOD	1
Polys scheduled	0
Polys completed no EOD set	2

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		Comparative Figures	
		<u>1964</u>	
c.	<u>January 1966 Class Availability:</u>		
	Permanent actions	0	8
	Temporary actions	63	103
	Polys scheduled	13	9
	Polys completed no EOD set	24	18
	Polys completed EOD set	5	15
	Internal (Tentative)	26	32

d.	<u>April 1966 Class Availability:</u>		
	Permanent actions	0	0
	Temporary actions	56	12
	Polys scheduled	2	0
	Polys completed no EOD set	6	0
	Internal (Tentative)	1	18

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CAREER TRAINING CLASS OF OCTOBER 1965

STATISTICAL DATA

Average Age	27
Number Married	27
Number of Women	4
Number of Internals	9
Class Total	41

Grade Breakdown:

GS-07	9
GS-08	21
GS-09	7
GS-10	2
GS-11	1
GS-12	1

Number of colleges and universities attended	49
Foreign schools attended	2
Graduate study - no degree	8
Graduate degrees	18
Number of states represented (Not including internals)	31

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